CITY OF RIVERDALE

Public Presentation Request Form

Date: _____

Provide Organization/Individual_____

Address: _____

            Street   **City/State/Zip Code**

City Resident ☐ Yes   ☐ No

Telephone Number: _____

Proposed Meeting Date & Time: _____

Purpose of presentation (please include your organization's objective and any pertinent background history (you may email attachments to sthomas@riverdalega.gov or fax tem to 770-997-8992 attention: Office of the City Clerk)

_____
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Please indicate whether the presentation will require proclamation/certificate.

☐ **Yes**   ☐ **No** If *yes*, please allow the Office of the City Clerk two (2) weeks advance notice in order to properly schedule the recognition for a city council meeting.

Please indicate whether you will provide the proclamation/certificates or if you require the services of the City Clerk to draft one for your organization.

☐ Yes   ☐ No

If approved, please indicate whether your presentation will require a projection device. ☐ Yes   ☐ No

Reviewed by City Clerk: _____   Date: _____

OFFICIAL USE ONLY

Scheduled Council or Board meeting date: _____

Check one: ☐ APPROVED   ☐ TABLED   ☐ DENIED

Any changes requested by the City Manager, Mayor and Council or City Clerk?
     ☐ Yes   ☐ No

Comments and/or changes? _____

Signature executed?   Mayor   or   Mayor Pro tem   ☐ Yes   ☐ No

Return to Office of the City Clerk (signed), if applicable: Date: _____